



NORTH BAY - MATTAWA  
**CONSERVATION  
AUTHORITY**

North Bay-Mattawa Conservation Authority  
Board of Directors Meeting for March 29, 2023  
at 4:00 pm IN PERSON

NBMCA's Natural Classroom, 15 Janey Avenue, North Bay, Ontario

**AGENDA**

**Procedural Matters**

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Delegations
3. Approval of the Agenda
4. Adoption of Minutes from February 22, 2023 and March 8, 2023
5. Declaration of Pecuniary Interest
6. Correspondence

**Verbal Report**

7. Building Code Act Changes Update
8. New Factsheet: Dealing with Beavers (**Information Item A**)

**Business Report**

9. Section 28 Permits Report (**Report #1**)
10. Planning and Development Q1 Report (**Report #2**)
11. Ontario Building Code Act Designation for Septic System Program Staff (**Report #3**)
12. Laurentian Ski Hill Operating and Capital Reserves Request' (**Report #4**)

**Other Business**

13. Closed Session of Committee of the Whole pertaining to litigation, property, and personnel matters
14. New Business
15. Adjournment

Contact: Rebecca Morrow, Executive Assistant  
North Bay-Mattawa Conservation Authority  
Email: [rebecca.morrow@nbmca.ca](mailto:rebecca.morrow@nbmca.ca)



**NORTH BAY-MATTAWA CONSERVATION AUTHORITY  
MINUTES  
of the**

**THIRD** meeting of the North Bay-Mattawa Conservation Authority held at 4:00 p.m. on March 29, 2023 in the NBMCA's Marc Charron Boardroom, 15 Janey Avenue, North Bay Ontario.

**MEMBERS PRESENT:**

Bonfield, Township of	-	Steve Featherstone
Callander, Municipality of	-	Irene Smit
Calvin, Township of	-	Bill Moreton
Chisholm, Township of	-	Nunzio Scarfone
East Ferris, Municipality of	-	Steve Trahan
Mattawa, Town of	-	Loren Mick
Mattawan, Municipality of	-	Michelle Lahaye
North Bay, City of	-	Peter Chirico
North Bay, City of	-	Lana Mitchell
North Bay, City of	-	Chris Mayne
Powassan, Municipality of	-	Dave Britton

**MEMBER(S) ABSENT:**

Papineau –Cameron, Township of	-	Shelley Belanger
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**ALSO PRESENT:**

**Aaron Lougheed**, Assistant Manager, Finance  
**Chitra Gowda**, Chief Administrative Officer (CAO), Secretary-Treasurer  
**David Ellingwood**, Project Manager, Water Resources  
**Helen Cunningham**, Manager, Finance & Human Resources  
**Paula Scott**, Director Planning & Development/Deputy CAO  
**Rebecca Morrow**, Administrative Assistant  
**Robin O’Gorman**, Manager, On-Site Sewage Systems  
**Sue Buckle**, Manager, Communications and Outreach  
**Valerie Murphy**, Regulations Office

**1. Acknowledgement of Indigenous Traditional and Treaty Lands**

Bill Moreton read a statement acknowledging Indigenous and Treaty Lands.

**2. Delegations**

There were no delegations.



**3. Declaration of Pecuniary Interest**

None declared.

**4. Approval of the Agenda**

Chitra Gowda introduced new staff member Aaron Lougheed to the members as the Assistant Manager, Finance. The members welcomed Aaron. Chitra also congratulated Valerie Murphy, Brianna Dumas and Paula Loranger for hosting two successful conferences on the Section 28 permitting program for Contractors and Municipal representatives. The Chair acknowledged the importance of staff's outreach on this NBMCA program. The members thanked Valerie, Brianna and Paula for hosting this event. After discussion the following resolution was presented:

Resolution No. 39-23, Lahaye-Mayne

**THAT** the agenda be approved as presented.

**Carried Unanimously**

**5. Adoption of Previous Minutes of February 22, 2023**

After discussion the following resolution was presented:

Resolution No. 40-23, Lahaye-Featherstone

**THAT** the minutes of the meetings held on February 22, 2023 and March 8, 2023 be adopted as written.

**Carried Unanimously**

**6. Correspondence**

None.

**7. Building Code Act Changes update**

Chitra Gowda introduced Robin O'Gorman to members and invited Robin to updated the members. After discussion, the members thanked Robin for the update and the following resolution was presented:



Resolution No. 41-23, Moreton-Trahan

**THAT** staff develop and send a letter to the Ministers of MMAH and MNRF to retain our jurisdiction under Part 8 of the OBC.

**Carried Unanimously**

**8. New Factsheet: Dealing with Beavers (Information Item A)**

Chitra Gowda presented members with a factsheet "Dealing with Beavers". After discussion, the members thanked Chitra for the information and asked that it be shared with their municipalities.

**9. Section 28 Approvals Report**

Valerie Murphy presented the report to the members. After discussion, the members thanked Valerie and the following resolution was presented:

Resolution No. 42-23, Moreton-Featherstone

**THAT** the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses members report is received and appended to the minutes of this meeting.

**Carried Unanimously**

**10. Planning & Development Q1 Report**

Paula Scott presented the Planning and Development Q1 Report. After discussion the Members then thanked Paula for her report and the following resolutions were presented:

Resolution No. 43-23, Trahan-Mitchell

**THAT** the staff report Planning and Development Activity and Section 28 Processing Timelines: First Quarter Review 2023 is received and appended to the minutes of this meeting.

**Carried Unanimously**

**11. Ontario Building Code Act Designation for Septic System Program Staff**

Robin Allen presented her report to members. After discussion the members thanked Robin for her report and the following resolution was presented:

Resolution No. 44-23, Smit-Chirico



**THAT** Cody Jones, Building Code Identification Number (BCIN) 126448, now qualified by the Ministry of Municipal Affairs and Housing (MMAH) in the category of on-site sewage systems, is appointed in the North Bay-Mattawa Conservation Authority's area of jurisdiction, to the position of Inspector with powers and duties of an Inspector as they relate to Part 8 of the Ontario Building Code;

**AND THAT** this report be received and appended to the minutes of this meeting.

**Carried Unanimously**

**12. Laurentian Ski Hill Operating and Capital Reserves Request**

Chitra Gowda presented the Laurentian Ski Hill and Operating Capital Reserve Request. After discussion the members thanked Chitra for the report and the following resolution was presented:

Resolution No. 45-23, Scarfone-Trahan

**THAT** the staff report 'Laurentian Ski Hill Operating and Capital Reserves Request' is received and appended to the minutes of this meeting and;

**THAT** the Members approve the Laurentian Ski Hill and Snowboarding Club's request for \$60,000.00 from the operating reserve to help offset ski hill utility costs and wages, upon receipt of the sole-benefitting levy of \$60,000 from the City of North Bay (for ski hill operating costs in 2023);

**AND THAT** the Members approve the Laurentian Ski Hill and Snowboarding Club's request for \$53,072.80 from the capital reserve to pay for the upgrade and repair of the lift.

**Carried Unanimously**

**13. Closed Session of Committee of the Whole**

After discussion, the following resolutions were presented:

Resolution No. 46-23, Moreton-Featherstone

**THAT** the meeting move into a closed session of "Committee of the Whole" to discuss personnel matters (4:39pm).

**Carried Unanimously**

Resolution No. 47-23, Trahan-Mayne



**THAT** the Board approve the responses developed and direct staff to submit them to BDO to support the 2022 audit process.

**Carried Unanimously**

Resolution No. 48-23, Mitchell-Smit

**THAT** the Lansdowne Creek Floodplain Mapping Project be awarded to Water's Edge Environmental Solutions Team Ltd. at a cost of \$49,960.00 + HST.

**Carried Unanimously**

Resolution No. 49-23, Chirico-Scarfone

**THAT** staff inquire with NBMCA's insurance provider regarding increased risk and the potential need for additional coverage if the Laurentian Ski hill moves to a four-season operation with mountain bike, tubing and other operations and;

**THAT** staff search for information on areas to be protected for species at risk and ecologically sensitive areas on NBMCA property in use by the ski hill;

**AND THAT** the NBMCA Executive Committee meet with the Ski Hill executive team to discuss ski hill challenges and solutions.

**Carried Unanimously**

Resolution No. 50-23, Lahaye-Smit

**THAT** the meeting out of a closed session of "Committee of the Whole" and back into an open meeting. (5:27pm)

**Carried Unanimously**

#### **14. New Business**

Chitra Gowda presented to members a request for a donation from the North Bay Indigenous Friendship Centre. After discussion the following resolution was presented:

Resolution No. 51-23, Mitchell-Featherstone

**THAT** the NBMCA provide a donation of \$500.00 to the North Bay Indigenous Friendship Centre.

**Carried Unanimously**



**15. Adjournment (5:33 p.m.)**

As there was no further new business, the following resolution was presented:

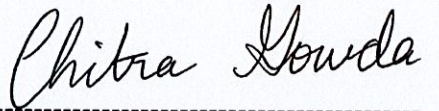
Resolution No. 52-23, Lahaye-Mick

**THAT** the meeting be adjourned, and the next meeting be held at 4:00 pm Wednesday April 26, 2023 or at the call of the Chair.

**Carried Unanimously**



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Dave Britton, Chair



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Chitra Gowda, Chief Administrative Officer,  
Secretary Treasurer





**TO:** The Chairperson and Members of the Board of Directors,  
North Bay-Mattawa Conservation Authority

**ORIGIN:** Valerie Murphy, Regulations Officer

**DATE:** March 8, 2023

**SUBJECT:** Report on Development, Interference with Wetlands and Alterations to Shorelines  
and Watercourses Permits

**Background:**

Section 28 of the *Conservation Authorities Act*, and subsequently Ontario Regulation 97/04 empowers each Conservation Authority to establish their own regulation to prevent the loss of life and property due to flooding and erosion, and to conserve and enhance natural resources. On May 4, 2006, the North Bay-Mattawa Conservation Authority (NBMCA) received its regulation entitled the Development, Interference with Wetlands, and Alterations to Shorelines and Watercourse Regulation (Ontario Regulation 177/06). This regulation will continue to be used as the tool by which the NBMCA manages issues related to development in natural hazard areas including areas with floodplains, wetlands, and steep slopes. Within this regulation, a permit may be given by an Authority for development applications within the Authority's jurisdiction for:

28(1)(b) prohibiting, regulating or requiring permission of the authority for straightening, changing, diverting or interfering in any way with the existing channel of a river, creek, stream or watercourse, or for changing or interfering in any way with a wetland;

28(1)(c) prohibiting, regulating, or requiring the permission of the authority for development if, in the opinion of the authority, the control of flooding, erosion, dynamic beaches or pollution or the conservation of land may be affected by the development (Conservation Authorities Act, R.S.O. 1990, Chapter C.27).

On February 8, 2013, the amended Ontario Regulation 177/06 came into effect. These amendments were approved by the NBMCA Board of Directors on December 19, 2012. One of the amendments that was included, and which was approved by the NBMCA Board of Directors, included the delegation of approvals of permit applications to the following designated employees:

- Chief Administrative Officer, Secretary-Treasurer
- Director, Planning & Development.



As such, this Board Report is being presented to the NBMCA Board of Directors for information purposes.

**Analysis:**

Two new permits have been issued by the Conservation Authority since the previously approved minutes as per the policies, procedures, and guidelines of the NBMCA under Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation. A table summarizing the details of these permits is attached to this report.

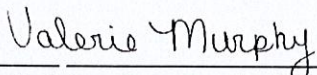
Of the newly issued permits, one was issued for site grading, and one was issued for the construction of an addition.

**Recommendation:**

**THAT** the members receive and approve the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits as presented.

**Recommended Resolution:**

**THAT** the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits report is received and appended to the minutes of this meeting.



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**Valerie Murphy, Regulations Officer**



File No.	Name of Applicant	Municipality	Legal Description/ Address	Name of Regulated Feature	Nature of Work	Date Complete Application Received	Development, Interference with Wetlands and Alterations to Shorelines and Watercourses
							Permit No./Date of Issuance
<b>RCHI-23-01</b>	Marcel Point	Chisholm	452 Alderdale Road	Unevaluated wetland	To slope and stabilize banks of previously excavated area.	February 9, 2023	<b>#08-23</b> February 20, 2023
<b>RNB-23-04</b>	Richard Paquette	North Bay	680 Peninsula Road	Trout Lake	To construct addition to dwelling and re-construct stairs	February 8, 2023	<b>#09-23</b> March 1, 2023





**TO:** The Chairperson and Members of the Board of Directors,  
North Bay-Mattawa Conservation Authority

**ORIGIN:** Paula Scott, Director, Planning & Development/Deputy CAO  
Robin Allen, Manager, On-site Sewage Systems  
Valerie Murphy, Regulations Officer

**DATE:** March 29, 2023

**SUBJECT:** Planning and Development Activity and Section 28 Processing Timelines:  
First Quarter Review 2023

### **Background**

The following report outlines the Q1 permitting and commenting activity for the Planning and Development programs of NBMCA for the period of January 1, 2023 to March 10, 2023. The purpose of this report is to track activity to maintain reasonable workloads in support of the health and wellness of staff and to mitigate liabilities.

In addition to permit activity, a summary of Section 28 permit processing timelines, as outlined in Conservation Ontario's (CO) "Annual Reporting on Timelines" template is enclosed.

### **Analysis**

#### **a) Plan Review Update**

As of January 1, 2023, NBMCA no longer provides advice to municipalities on natural heritage issues due to changes to the Conservation Authorities Act. Planning comments are focused on natural hazards, on-site sewage systems and drinking water source protection. Although this reduces the commenting workload somewhat, natural hazards and sewage systems continue to play a very important role in rural planning and development. See Table 1 below for plan review related data from 2019 to March 10, 2023. Permit numbers at this time of year tend to be low due to a limited number of inspections undertaken when snow cover makes inspections difficult.

**Table 1: NBMCA Plan Review Data**

NBMCA – CA Plan Review	Data								
	Previous Years				2023				
	2019	2020	2021	2022	Q1	Q2	Q3	Q4	TOTAL
Planning letters developed	119	115	257	166	33				
Miscellaneous Inquiries	37	40	118	78	13				



### b) On-site Sewage System (OSS) Program Update

Applications and File Reviews are being received but will increase as the weather improves. See Table 2 for details. Permit numbers are expected to be comparable to last year. Substantial completion inspections will most likely rise significantly once half loads have been lifted. A plan is in place for additional staff to help both offices with the expected workload.

**Table 2: NBMCA OSS Program Data**

NBMCA - OSS Program	Data								
	Previous Years				2023				
	2019	2020	2021	2022	Q1	Q2	Q3	Q4	TOTAL
Permits received	662	848	1119	910	43				
Complaints/ concerns addressed	41	19	24	12	2				
Legal inquiry responses	248	223	355	383	34				
Expansion/renovation files reviewed	140	146	175	158	28				
Inspections (firsts)	644	828	1087	880	34				
Inspections (seconds)	589	745	880	815	3				
Inspections (thirds)	627	586	819	854	24				
Inspections (Mandatory Maintenance)	105	0	202	110	0				
OSS Planning letters developed	30	32	82	80	12				

### c) Section 28 Program Update

The number of permits issued to date in 2023 is comparable to that seen in previous years. We are expecting to see applications continue to come in this spring as there is a waitlist for spring inspections (snow free conditions) related to developments in areas regulated by NBMCA. In addition to the spring waitlist, there are 5 applications on hold awaiting more information prior to the application being deemed complete.

**Table 3: NBMCA Section 28 Program Data**

NBMCA – Section 28	Data								
	2019	2020	2021	2022	2023				
					Q1	Q2	Q3	Q4	TOTAL
Permits Issued	123	116	131	120	9				
Property Inquiries					9				
Concerns	23	29	62	19	5				

NBMCA is holding two spring conferences for municipal staff and for construction contractors. The conferences will discuss the application process for works proposed within regulated areas. We continue to receive registrations to attend this conference which demonstrates the interest and intent of the attendees to work with NBMCA staff on required authorizations moving forward this year.



**d) Section 28 Reporting on Timelines – Jan. 1 to Mar. 10, 2023**

Service standards for Section 28 permit applications are specified by the Ministry of Natural Resources and Forestry (MNRF) in the “[Policies and Procedures for Conservation Authority Plan Review and Permitting Activities](#) (2010)”. As part of a commitment to improve client service and accountability and increase speed of approvals Conservation Ontario (CO) has created the **Client Service Standards for Conservation Authority Plan and Permit Review** guideline. The guideline recommends new service standards for S. 28 approvals, initially focused on high growth CAs. Each year CA’s report to their members and to CO on their Section 28 permit processing timelines.

This explanation outlines how NBMCA will categorize our permits within those outlined in the Annual Reporting on Timelines Template.

NBMCA considers projects under one of four categories of projects. The categories take into account the size, scope and impacts of the proposal on natural hazards and the landscape. They are: Major, Large, Standard and Small Projects.

- **Major Projects** – Includes activities such as multiple residential units or blocks, institutional and commercial buildings, new infrastructure, major fill activity (greater than 2000m<sup>3</sup>) and channelization alterations greater than 500m.
- **Large Projects** – New single residential development, replacement infrastructure, foundation reconstructions, fill activity between 500-2000m<sup>3</sup>.
- **Standard Projects** – Additions, auxiliary buildings or structures less than 1000ft<sup>2</sup>, fill activities 100-500m<sup>3</sup>, boathouses.
- **Small Projects** - Auxiliary structures less than 20m<sup>2</sup>, fill activity less than 100m<sup>3</sup>, docks.

For consistency, NBMCA has reviewed the permit categories as outlined in section 2.2 of the Annual Reporting on Timelines Template document and determined how NBMCA categories fit with those in the reporting template.

Generally Major and Large Projects involve significant staff involvement and require more complex technical reviews and supporting reports, such as engineering reports or environmental impact studies. This would fall under the Annual Reporting on Timelines Major applications category.

NBMCA’s standard project category generally covers projects with a lower level of risk, not typically within the hazard but within the allowance and impacts to the hazard are small. This would fall under the Annual Reporting on Timelines Minor applications category.

The Small Project category covers activities that are very minor in nature and would have limited impact on the hazard. This would fall under the Annual Reporting on Timelines Routine category. The following table summarizes all Section 28 permits issued since January 1, 2023 through to March 10, 2023. A total of 9 permits have been issued since January 1, 2023. All permits have been issued within the CO Guidelines.



**Table 4: Section 28 Timelines (Jan. 1 to Mar. 10, 2023)**

North Bay-Mattawa Conservation Authority	Number of Permits Issued Within Policy and Procedure timeline		Number of Permits Issued Outside of Policy and Procedure Timeline		Reason for Variance from Policy and Procedure (Optional)	
	Major	Minor	Major	Minor	Major	Minor
	1	8	0	0		
	Number of Permits Issued Within CO Guideline timeline		Number of Permits Issued Outside of CO Guideline timeline		Reasons for Variance from Guidelines (Optional)	
	Major	Minor	Routine	Major	Minor	Routine
	1	2	6	0	0	0

### **Recommended CO Timelines for High Growth CAs**

#### **Follow-up from pre-consultation meeting:**

Major permit applications: within 14 days of pre-consultation meeting.

Minor permit applications: within 7 days of the pre-consultation meeting.

This will include confirmation of whether the application is considered major or minor, if the application is complete.

#### **Confirmation that the application has been received and deemed complete or incomplete:**

Major permit applications: within 21 days of the application being received.

Minor permit applications: within 14 days of the application being received.

Routine permit applications: within 10 days of the application being received.

#### **Completed review and issuance of DIA permit:**

Major permit applications: within 28 days of receiving completed application.

Minor permit applications: within 21 days of receiving completed application.

Routine permit applications: within 14 days of receiving completed application.

In addition to the above permit numbers NBMCA is responsible for reporting on permit timelines for the Section 28 program.

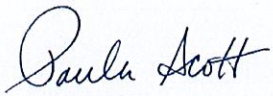
#### **Recommendation:**

**THAT** the members receive and approve the report as presented.

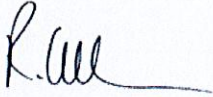
#### **Recommended Resolution:**

**THAT** the staff report Planning and Development Activity and Section 28 Processing Timelines: First Quarter Review 2023 is received and appended to the minutes of this meeting.

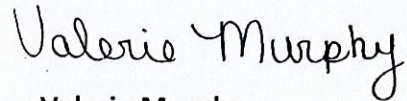




**Paula Scott,  
Director Planning & Development/Deputy CAO**



**Robin Allen,  
Manager, On-site Sewage Systems**



**Valerie Murphy,  
Regulations Officer**





**TO:** The Chairperson and Members of the Board of Directors,  
North Bay-Mattawa Conservation Authority

**ORIGIN:** Robin Allen, Manager, On-site Septic Approval Program

**DATE:** March 29, 2023

**SUBJECT:** Ontario Building Code Act Designation for Septic Program Staff

**Background:**

Sentence 3.1-(2) and (3) of the Ontario Building Code (OBC) Act requires that the North Bay-Mattawa Conservation Authority (NBMCA) appoint the inspectors necessary for the enforcement of the code. Cody Jones has written and successfully passed the required technical Part 8 exam and general legal exam administered by the Ministry of Municipal Affairs and housing.

**Analysis:**

The OBC Act under Section 3.1 gives the NBMCA the powers to appoint such inspectors as are necessary for the enforcement of the Act.

**Recommendation:**

That the Board of Directors approves the resolution to appointment Cody Jones as an inspector as outlined in the resolution presented.

**Recommended Resolution:**

**THAT** Cody Jones, Building Code Identification Number (BCIN) 126448, now qualified by the Ministry of Municipal Affairs and Housing (MMAH) in the category of on-site sewage systems, is appointed in the North Bay-Mattawa Conservation Authority's area of jurisdiction, to the position of Inspector with powers and duties of an Inspector as they relate to Part 8 of the Ontario Building Code;

**AND THAT** this report be received and appended to the minutes of this meeting.

**Submitted By:**

**Robin Allen**  
Manager, On-site Septic Approval Program

**Chitra Gowda**  
Chief Administrative Officer, Secretary Treasurer





**TO:** The Chairperson and Members of the Board of Directors,  
North Bay-Mattawa Conservation Authority

**ORIGIN:** Chitra Gowda, Chief Administrative Officer, Secretary Treasurer

**DATE:** March 29, 2023

**SUBJECT:** Laurentian Ski Hill Operating and Capital Reserves Request

### **Background**

The Laurentian Ski Hill and Snowboarding Club ("ski hill") operates the ski hill on property owned by the North Bay-Mattawa Conservation Authority (NBMCA) and uses certain fixed capital assets owned by the NBMCA. The NBMCA holds two reserve accounts for the Laurentian Ski Hill and Snowboarding Club ("ski hill"). One is to assist with ski hill operational expenses and the other is to help with NBMCA-owned capital asset expenses.

The agreement between NBMCA and the ski hill is such that borrowing from the reserve accounts require NBMCA approval. The agreement also requires that the ski hill provide NBMCA with monthly balance sheets and income statements (with budget comparisons delivered within 5 weeks following the month end), and audited financial statements within reason of its April 30th year end.

NBMCA received funding requests from the ski hill as follows:

- On February 28, 2023, the ski hill requested funds of \$60,000 from the NBMCA's ski hill operating reserve to help offset ski hill utility costs and wages for the 2022-2023 ski season.
- On March 21, 2023, the ski hill requested funds of \$53,072.80 from the NBMCA's ski hill capital reserve to pay the invoice (see the attached bill) for lift upgrades completed in summer 2022. The ski hill staff explained that this was for mandatory upgrades and repair work that had to be conducted during the off season and at the beginning of the start up. The ski hill received the bill for this in the week of March 13<sup>th</sup>, 2023.

### **Analysis**

Staff analysis involves reviewing the financials information provided by the ski hill; and the current operating and capital reserves at NBMCA for the ski hill.

The unaudited financial information received from the ski hill indicates a deficit during May 1, 2022 to February 28, 2023. The ski hill faced a few setbacks at the beginning of the 2022-23 season including the weather and the lift being down for a few days.



The NBMCA operating reserve for the ski hill currently has \$64,592 available. The ski hill requests \$60,000 from this reserve. Upon receipt of the sole-benefitting levy of \$60,000 from the City of North Bay for 2023, the requested amount can be provided to the ski hill to help offset their utility costs and wages. See Table 1 below.

**Table 1: NBMCA's Ski Hill Operating Reserve**

<b>Description</b>	<b>Amount</b>
Operating reserve amount available	\$64,592
Request from the ski hill to NBMCA	(-) \$60,000
<i>Sole-benefitting levy due from the City of North Bay in 2023 (NBMCA is yet to receive)</i>	\$60,000

The NBMCA capital reserve for the ski hill currently has \$90,875 available. The requested \$53,072.80 can be provided to the ski hill to pay for mandatory upgrades and repair work on the lift, with a modest amount remaining in the reserve. Upon receipt of most or all of the ski hill's 2023 capital ask of \$65,000 to member municipalities, the requested amount can be provided to pay for the capital asset related upgrades and repair work. See Table 2 below.

**Table 2: NBMCA's Ski Hill Capital Reserve**

<b>Description</b>	<b>Amount</b>
Capital reserve amount available	\$90,875
Request from the ski hill to NBMCA	(-) \$53,072.80
<i>Request (ask) from the ski hill to member municipalities in 2023 (NBMCA is yet to receive)</i>	\$65,000

**Recommendation:**

Staff recommend that the Board approve the ski hill's requests for: (a) \$60,000 from the NBMCA's ski hill operating reserve to help offset ski hill utility costs and wages; and (b) \$53,072.80 from the NBMCA's ski hill capital reserve to pay for the upgrade and repair of the lift, upon receipt of the sole-benefitting levy of \$60,000 from the City of North Bay (for ski hill operating costs in 2023) and upon receipt of at least \$50,000 from member municipalities (for ski hill capital costs in 2023).

**Recommended Resolution:**

**THAT** the staff report 'Laurentian Ski Hill Operating and Capital Reserves Request' is received and appended to the minutes of this meeting and;

**THAT** the Members approve the Laurentian Ski Hill and Snowboarding Club's request for \$60,000.00 from the operating reserve to help offset ski hill utility costs and wages, upon receipt of the sole-benefitting levy of \$60,000 from the City of North Bay (for ski hill operating costs in 2023);



**AND THAT** the Members approve the Laurentian Ski Hill and Snowboarding Club's request for \$53,072.80 from the capital reserve to pay for the upgrade and repair of the lift, upon receipt of at least \$50,000 from member municipalities (for ski hill capital costs in 2023).

**Submitted By**

**Chitra Gowda, Chief Administrative Officer, Secretary Treasurer**





**Leitner-Poma Canada Inc**  
74 Welham Road  
Barrie, Ontario L4N 8Y4

# INVOICE

Invoice No.: 11451  
Date: 01/31/2023  
Ship Date:  
Page: 1  
Re: Order No. 22-104

Sold to:

Laurentian Ski Hill  
15 Janey Ave  
North Bay, Ontario P1C 1N1

Ship to:

Laurentian Ski Hill  
15 Janey Ave  
North Bay, Ontario P1C 1N1

Business No.: 14465 0595 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			22-104, Summer Maintenance Date: Oct. 12-14, 18-21, 24-28 Nov. 04, 22-25 2022, Jan. 11 2023 Lift Name: Handle tow / Chair/Beginner Please see attched field service report for details	OH		
SERV	Hour	260.0	Service: G.Tinkler, C. Jackson. M. Frankcom	OH	115.0000	29,900.00
SERV	Hour	1.5	Service: M. Frankcom	OH	155.0000	232.50
TRAV	Hour	46.0	Technician Travel Time - Glen, Caleb, Murray	OH	115.0000	5,290.00
MILE	KM	4,887.0	Mileage	OH	0.6800	3,323.16
		64.0	5059150, Belleville washer E-Brake	OH	21.2900	1,362.56
		12.0	2407983, Hanger bushings	OH	22.3000	267.60
		137.0	9501164, 5/8 ny-LOCK NUT	OH	1.0069	137.95
		1.0	9950619, Bolt hinge fastener for carpet	OH	572.5000	572.50
	each	1.0	Manual service brake Pivot	OH	393.7500	393.75
	each	1.0	NDT of cable and Grips	OH	3,277.5000	3,277.50
	each	1.0	Machining of Bushing	OH	512.1800	512.18
	each	1.0	New cover for drive	OH	1,547.3700	1,547.37
			Shop supplies	OH	150.0000	150.00
			Subtotal:			46,967.07
			OH - HST 13%			
			OH			6,105.73
Shipped By: Tracking Number:					Total Amount	53,072.80
Comment:					Amount Paid	0.00
Sold By:					Amount Owing	53,072.80